

## INSTRUCTIONS GENERAL

**Use.** Use this “Transcript Order” form to order transcript of proceedings. Complete a separate order form for each case number for which transcript is ordered.

**Completion.** Type or print with a ballpoint pen. Complete Items 1-19.

**Electronic Filer.** Contact the court for estimated pages, cost & reporting service. Include this information as well as remaining applicable information & file your electronic document on our ECF system. You may sign with an /s/ signature as long as the request is filed electronically. If you are unsure of how to file the request electronically, please contact our CM/ECF Help Desk @ 918-699-4072.

**Non-Electronic Filer.** Contact the court for estimated pages, cost & reporting service. Include this information as well as remaining applicable information. Type or print with a ballpoint pen. Mail or deliver the original, and one copy to the Bankruptcy Clerk’s office with a Self Addressed Stamped Envelope for our office to return a file-stamped copy of the Transcript Order form.

**Deposit Fee.** The deposit fee will need to be mailed to the address of the reporting service located on the Transcript Order form. **Do not send payment to clerks office.** Order is considered received upon receipt of the deposit.

**Deliver Time.** Delivery time is computed from the date of receipt of the deposit fee to the reporting service.

**Completion of Order.** The reporting service will send you the transcript when it is completed.

**Balance Due.** If the deposit fee was insufficient to cover all charges, the reporting service will notify you of the balance due which must be paid prior to receiving the completed order.

## SPECIFIC

Items 1-19. These items should always be completed.

Item 8. Only one case number may be listed per order.

Item 15. Place an “X” in each box that applies.

Item 16. Place an “X” in the box for each portion requested. List specific date(s) of the proceedings for which transcript is requested. Be sure that the description is clearly written to facilitate processing. Orders may be placed for as few pages of transcript as are needed.

Item. 17. *Categories.* Only four (4) categories of transcripts may be ordered. These are:  
Ordinary. A transcript to be delivered within thirty (30) calendar days after receipt of an order. (Order is considered received upon receipt of the deposit.)  
Expedited. A transcript to be delivered within seven (7) calendar days after receipt of an order.  
Daily. A transcript to be delivered following adjournment and prior to the normal opening hour of the court on the following morning whether or not it actually is a court day.  
Hourly. A transcript of proceedings ordered under unusual circumstances to be delivered within two (2) hours.

**NOTE:** Full price may be charged only if the transcript is delivered within the required time frame. For example, if an order for expedited transcript is not completed and delivered within seven (7) calendar days, payment would be at the ordinary *delivery* rate.

*Ordering.* Place an “X” in each box that applies. Indicate the number of additional copies ordered.

Original. Original typing of the transcript. An original must be ordered and prepared prior to the availability of copies. The original fee is charged only once. The fee for the original includes the free copy for the court.

First Copy. First copy of the transcript after the original has been prepared. All parties ordering copies must pay this rate for the first copy ordered.

Additional Copies. All other copies of the transcript ordered by the same party.

Item 18. Sign in this space to certify that you will pay all charges. (This includes the deposit plus any additional charges.)

Item 19. Enter the date of signing.

Other areas reserved for the court’s use.

8/25/05

**MAXIMUM TRANSCRIPT RATES - ALL PARTIES  
PER PAGE**

<u>Ordinary Transcript</u>	<u>Original</u>	<u>First Copy to Each Party</u>	<u>Each Add'l Copy to the Same Party</u>
A transcript to be delivered within thirty (30) calendar days after receipt of an order	3.30	.83	.55
<u>Expedited Transcript</u>			
A transcript to be delivered within seven (7) calendar days after receipt of an order	4.40	.83	.55
<u>Daily Transcript</u>			
A transcript to be delivered following adjournment and prior to the normal opening hour of the court on the following morning whether or not it actually is a court day	5.50	1.10	.83
<u>Hourly Transcript</u>			
A transcript of proceedings ordered under unusual circumstances to be delivered within two (2) hours	6.60	1.10	.83
<u>Realtime Transcript</u>			
A draft unedited transcript produced by a certified realtime reporter as a byproduct of realtime to be delivered electronically during proceedings or immediately following adjournment.	2.75	1.10	

Transcript in CJA Cases

In multi-defendant cases involving CJA defendants, no more than one transcript should be purchased from the court reporter on behalf of CJA defendants. One of the appointed counsel or the clerk of court should arrange for the duplication, at commercially competitive rates, of enough copies of the transcript for each of the CJA defendants for whom a transcript has been approved. The cost of such duplication will be charged to the CJA appropriation. This policy would not preclude the furnishing of duplication services by the court reporter at the commercially competitive rate.

#### 20.8.2 Original Fees.

For any given proceeding/date there can only be one original charge. All other transcripts of the same proceeding shall be at the copy rates.

#### 20.8.3 Expedited, Daily, and Hourly Transcripts.

In the case of expedited, daily, hourly and realtime unedited transcripts, the approved fees are to cover the above items, as well as payments to extra reporters, typists, and transcribers to help produce the transcript.

#### 20.8.4 Copy Fees.

A copy fee is charged if the party orders and receives a copy.

#### 20.8.5 Fees for Sale of Transcript on Computer Tape or Diskette.

The rates allowed for diskette transcripts are the same as those allowed for paper transcripts whether they represent originals, first copies, or additional copies. No additional charge is permitted for the cost of the diskette itself.

#### 20.8.6 Compressed Transcripts.

The maximum per page rate for each compressed original or copy of a transcript is the same as that for a full-size transcript.

#### 20.8.7 Example of Fee Calculation.

A party orders an original and one copy of an ordinary transcript of 50 pages. The court reporter charges the party at a rate of \$3.30 per page for the original and \$.83 per page for the copy. The court reporter bills the party \$165.00 for the original and \$41.50 for the copy for a total bill of \$206.50, delivering both the original and the copy to the party. The court reporter also delivers to the clerk of court (through the court reporting supervisor) a copy of the transcript for the records of the court at no charge to the party or court. Another party orders two copies of the same transcript. The court reporter charges this party at a rate of \$.83 per page for the first copy and \$.55 per page for the second copy. The court reporter bills the party \$41.50 for the first copy and \$27.50 for the second copy for a total bill of \$69.00.

AO 435 (Rev. 1/90)		Administrative Office of the United States Courts		<b>FOR COURT USE ONLY</b> <b>DUE DATE:</b>	
<b>TRANSCRIPT ORDER</b>					
<i>Read Instructions on</i>					
1. NAME		2. PHONE NUMBER		3. DATE	
4. MAILING ADDRESS		5. CITY		6. STATE	7. ZIP CODE
8. CASE NUMBER	9. JUDICIAL OFFICIAL	DATES OF PROCEEDINGS 10. FROM 11.			
12. CASE NAME		LOCATION OF PROCEEDINGS 13. 14.			
15. ORDER FOR <input type="checkbox"/> APPEAL <input type="checkbox"/> CRIMINAL <input type="checkbox"/> CRIMINAL JUSTICE ACT <input type="checkbox"/> BANKRUPTCY <input type="checkbox"/> NON-APPEAL <input type="checkbox"/> CIVIL <input type="checkbox"/> IN FORMA PAUPERIS <input type="checkbox"/> OTHER					
16. TRANSCRIPT REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which transcript is requested)					
PORTIONS		DATE(S)		DATE(S)	
<input type="checkbox"/> VOIR DIRE				<input type="checkbox"/> TESTIMONY (Specify Witness)	
<input type="checkbox"/> OPENING STATEMENT (Plaintiff)					
<input type="checkbox"/> OPENING STATEMENT					
<input type="checkbox"/> CLOSING ARGUMENT (Plaintiff)				<input type="checkbox"/> PRE-TRIAL PROCEEDING	
<input type="checkbox"/> CLOSING ARGUMENT (Defendant)					
<input type="checkbox"/> OPINION OF COURT					
<input type="checkbox"/> JURY INSTRUCTIONS				<input type="checkbox"/> OTHER (Specify)	
<input type="checkbox"/> SENTENCING					
<input type="checkbox"/> BAIL HEARING					
17. ORDER					
CATEGORY	ORIGINAL (Includes Free Copy for the Court)	FIRST COPY	ADDITIONAL COPIES	NO. OF PAGES ESTIMATE	COSTS
ORDINARY	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES		
EXPEDITED	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES		
DAILY	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES		
HOURLY	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES		
CERTIFICATION (18. & 19.) By signing below, I certify that I will pay all charges (deposit plus additional).				ESTIMATE TOTAL	
18. SIGNATURE				PROCESSED BY	
19. DATE				PHONE NUMBER	
TRANSCRIPT BY				COURT ADDRESS	
ORDER RECEIVED					
DEPOSIT PAID				DEPOSIT PAID	
TRANSCRIPT ORDERED				TOTAL CHARGES	
TRANSCRIPT RECEIVED				LESS DEPOSIT	
ORDERING PARTY NOTIFIED				TOTAL REFUNDED	
TO PICK UP TRANSCRIPT					
PARTY RECEIVED TRANSCRIPT				TOTAL DUE	

(Previous editions of this form may still be used)

**DISTRIBUTION:**

COURT COPY

TRANSCRIPTION COPY

ORDER RECEIPT

ORDER COPY